



DOCUMENTS



- **Put important documents in a safe place:**
 - **Wills**
 - **Powers of attorney**
 - **Birth certificate(s)/adoption records**
 - **Burial and funeral instructions**
 - **Copy of Emergency Data Card (DD Form 93)**
 - **Court orders of documents (Divorce, Child Custody/support)**
 - **Social Security Cards for family members**
 - **Tax records**
 - **Passports/citizenship papers**



DOCUMENTS



- **Additional important documents:**
 - **Copies of any contracts (i.e., installment contract, apartment lease)**
 - **Copies of TDY/CED orders**
 - **Copy of SGLI election form**
 - **Current vaccination records**
 - **Drivers license**
 - **Marriage certificate**
 - **Warranties on car and appliances**
 - **Vehicle titles, registration and inspection certificate**



PERSONAL PROPERTY



- **Review your property insurance coverage**
- **Replace filters on heating and a/c systems**
- **Repair any electrical, climate control and water system issues**
- **Ensure spouse knows how to turn off the hot water heater, water or well pump, gas mains and any other major systems**
- **Check your smoke detectors**



PERSONAL PROPERTY



- **Label fuses/circuit breakers and show your family members how to use them**
- **Arrange for a home security system, make sure existing one works.**
- **Leave instructions with a neighbor/friend should the alarm activate**
- **Photograph or videotape the condition of your property**
- **Update your property inventory with serial numbers**



FINANCIAL



- **Set up bill paying plan**
- **Register for online access to your accounts.**
- **Obtain a PIN and passwords as needed**
- **Contact a Financial Advisor to discuss your situation prior to departure**
- **Review your financial needs. Ensure that any loans that may be needed are prearranged**



FINANCIAL



- **Review life insurance coverage for you and your family**
- **Set up a folder for receipts, financial and legal documents**
- **Review your financial arrangements. Share all financial accounts, access/passwords with your spouse**
- **Record financial account numbers and take a copy of that record with you when you deploy**



FINANCIAL



- **Change your car insurance:**
 - Vehicle use from ‘work’ to ‘pleasure’
 - Number of drivers
 - Drop mileage rate
- **Temporarily shut off cell phone service**
- **Take advantage of Service Members Civil Relief Act (SCRA)**



FAMILY INFORMATION



- **Make sure your family's military I.D. cards are current and will not expire while you are gone**
- **Notify your children's school of your deployment**
- **Build family an Information Book:**
 - **Copies of your orders**
 - **Names and phone numbers of key unit people:**
 - **Commanders/First Sergeants/Supervisors**
 - **Family Support**
 - **Finance Office**
 - **Military Personnel Flight**



PERSONAL CONTACTS



- **Build Personal Contact Book with email and phone contacts for:**
 - Unit pay technician
 - Unit base education office and training office
 - Unit POC for ESRG issues
 - Unit POC for DEERS and TRICARE
 - Other
- **Be sure you are registered and have access to:**
 - Air Force Portal <https://www.my.af.mil>
 - MyPay <https://mypay.dfas.mil/addlink.aspx>
 - Virtual MPF <https://www.afpc.randolph.af.mil>
 - Defense Enrollment Eligibility Reporting System (DEERS)
 - Update your status through your MPF before deploying



FAMILY EMERGENCIES



- **American Red Cross (1-877-272-7337)**
 - Sends emergency messages to deployed service members:
 - Provide the name, rank, branch of service, social security number, military address and command/division of deployed member.
 - Commanding officers can grant or deny emergency leave based on regulations for the deployment location. If granted, the servicemember may be responsible for all travel expenses.